

POLICE OFFICER (LATERAL)

\$5,040 - \$6,126

Plus City pays 9% of employees' PERS (3% @ 55) contribution

Beginning in January Police Officers will work a 4-10 / 3-12 work schedule.

Under general supervision prevents crimes, enforces laws, investigates complaints, and apprehends criminals and suspects; protects the innocent, helps the distressed, safeguards public rights, and aids in the administration of justice; and assumes responsibilities and performs duties related to the work, as required

ESSENTIAL JOB DUTIES

Operates an automobile, motorcycle, or bicycle, or walks, in patrolling an assigned area for the prevention of crime and the enforcement of laws and regulations; responds to radio dispatches and telephone instructions and appears at scenes of disorder or crime; notes and reports traffic hazards; investigates and prepares reports on accidents, offenses, and damages to property; assists people in emergency situations; makes arrests, issues citations, and gives verbal warnings; intervenes in private and public disputes to protect the public and maintain order; appears in court; transports prisoners; writes case reports and logs activities; participates in training conferences and programs; makes public service presentations; and accepts special assignments in police dispatching and evidence room; and any other specific assignment directed by supervising police personnel.

QUALIFICATIONS, KNOWLEDGE, AND ABILITIES

Must be currently enrolled in, or hold a certificate of completion from a POST-certified basic academy, or be currently employed as a peace officer with a California law enforcement agency and possess a California POST Basic Certificate. Graduation from high school or GED required. Hearing normal. Must have a valid Class C California driver license. Must successfully complete a background investigation.

Skills/Abilities to: understand departmental rules, policies, laws, and regulations, together with an aptitude for law enforcement work; perform well under stress; analyze situations and adopt a quick, effective, and reasonable course of action; write clear and accurate reports; understand and follow oral directions; and deal with the public in a tactful, courteous, and effective manner.

SELECTION PROCESS

1. Completion of Montclair's application form is required. Resumes will not be accepted in lieu of applications. Unless you are still enrolled in a Police Academy, A copy of your POST or academy certificate must be attached to your application.
2. Applications will be reviewed for conformance with listed qualifications and requirements.
3. A physical agility examination may be required. Details to be announced.
4. Candidates with the highest qualifications will be invited to participate in an oral board interview.

5. Names of successful candidates will be placed on an eligibility list from which selection(s) will be made.
6. Prior to hiring, the top Candidate(s) will be required to pass a detailed background investigation, psychological evaluation, polygraph examination, and a medical examination (including a drug screen). PLEASE READ THE ATTACHED INFORMATION ON MONTCLAIR'S HIRING STANDARDS PRIOR TO SUBMITTING AN APPLICATION.

APPLICATION PROCEDURE AND FILING DEADLINE

City application forms are available at the reception desk, City Hall, 5111 Benito Street, Montclair, California, 91763. Completed and signed applications must be returned to the City Hall by the FILING DEADLINE of Thursday, August 21, 2008, at 6:00 p.m. No postmarks will be accepted.

NO FURTHER NOTICE OF PHYSICAL AGILITY TESTING WILL BE GIVEN

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